

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING
INSTRUCTION 21-202**



17 DECEMBER 2012

Maintenance

***MUNITIONS TRANSPORTATION AND
DISPOSAL PROCEDURE***

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-2, *Non-Nuclear and Nuclear Munitions*. This instruction extends the guidance of Air Force Instruction (AFI) 21-201, *Conventional Munitions Maintenance Management*. It provides guidelines for munitions transportation of munitions on and off Eglin Auxiliary Field 3 (Duke Field) and Ammunition Disposal Requests (ADR) procedures. This applies to all personnel assigned to the 919th Special Operations Wing (919 SOW) who handle munitions. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route the AF Form 847s from the wing through your publications/forms manager. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

Paragraphs 3.11 updating Joint Hazard Classification System and minor update throughout paragraphs 3.17, 3.19, 3.20 and 3.21.3.6

1. Procedures: It is the 919 SOW procedures, consistent with operational requirements, to:

1.1. Observe explosives safety practices during all operations (includes war time, preparation for war, armistice, heightened tensions, etc.) that include the use of live explosives.

- 1.2. Comply with Department of Defense (DOD) and Air Force explosives safety and environmental standards.
- 1.3. Provide the maximum possible protection to personnel and property, both inside and outside the installation, from the damaging effects of potential accidents involving ammunition and explosives.
- 1.4. Comply with the cardinal principle for explosives safety; expose the minimum number of people to the minimum amount of explosives for the minimum amount of time.
- 1.5. Comply with this instruction except when compliance with more restrictive local standards is mandatory by an international agreement.

2. Responsibilities:

- 2.1. Supervisors are responsible for instructing operating personnel in the safety practices applicable to operations they will be performing and enforcing all safety requirements governing the activity. Supervisors will act positively to eliminate any potential accident hazards existing in operations under their jurisdiction.
- 2.2. Supervisors will ensure all assigned personnel are fully trained to perform munitions operations by conducting Explosive safety training annually using a tailored lesson plan approved by Wing Weapons Safety. This training will be documented.
- 2.3. Supervisors will ensure all personnel who may be dispatched to work on explosives loaded aircraft receive weapons safety training for Technical Order (T.O.) 11A-1-33, *Ground Handling and Maintenance of Explosives Loaded Aircraft*. This training is required initially and annually thereafter. The training includes how to identify armed aircraft and familiarization of the hazards involved when working explosives loaded aircraft. (Explosive loaded aircraft, Course code 020)
- 2.4. Operating personnel are responsible for understanding and strictly observing all safety standards, requirements, and precautions applicable to their work or duty. They will not start any work or individual tasks that they do not fully understand and will also:
 - 2.4.1. Immediately report to their supervisor any condition, equipment, material that they consider unsafe.
 - 2.4.2. Warn others whom they believe to be endangered by known hazards or by failure to observe any safety precautions.
 - 2.4.3. Wear or use approved protective clothing/equipment when required.
 - 2.4.4. Report any injury or evidence of impaired health occurring in the course of work or duty to the supervisor.
 - 2.4.5. Be prepared in the event of an unforeseen hazardous occurrence to exercise such reasonable caution as is appropriate to the situation.
- 2.5. All supervisors and operating personnel are responsible for immediately reporting injuries, damage or mishaps to the appropriate agency indicated below:
 - 2.5.1. Wing Explosives Safety, Extension (Ext) 882-6723/6724.
 - 2.5.2. Fire Department, Ext. 911.

- 2.5.3. Hospital 911, (Emergency Room 883-8224)
- 2.5.4. Security Police, 911.
- 2.5.5. Munitions Control, 883-6298/6323/6321.
- 2.5.6. Maintenance Operations Center (MOC), 883-6300/6774.
- 2.5.7. Duke Command Post, 883-6701.
- 2.5.8. Eglin Command Post, 883-4020.
- 2.5.9. Eglin Explosive Ordnance Disposal (EOD), 882-3225.

3. General Requirements:

- 3.1. This instruction will be available when performing the related task.
- 3.2. All personnel authorized to handle explosives will be intimately familiar and comply with the requirements set forth in this instruction.
- 3.3. Explosives dropped from any heights will be considered unserviceable until verified by a munitions inspector.
- 3.4. All publications applicable to the operation being performed will be immediately available. Crew chief of munitions operation will review T.O.s and this instruction prior to beginning the operation. Crew chief will read all warning caution and notes from the applicable T.O. used in the operation. The T.O. will be opened to current step on operation. After operation, crew chief will review T.O. to ensure no steps have been overlooked. **Note:** Before individuals are allowed to handle munitions they must be current in Explosive Safety and be signed off in the AF Form 623, *Individual Training Record*, or be in upgrade status with the appropriate supervision.
- 3.5. The crew chief of the operation will ensure the following items are complied with prior to transporting munitions.
- 3.6. Munitions movement sheets and necessary keys are obtained and properly completed.
- 3.7. Required tools, radios, vehicles and equipment are available and checked out prior to the beginning of each operation.
- 3.8. Safety briefing and emergency procedures are briefed and everyone involved with the munitions movement is informed of his/her responsibilities.
- 3.9. Ensure correct munitions are pulled tied down and transported safely to maintenance bay if applicable.
- 3.10. Ensure all safety and emergency equipment is in place and functions correctly.
- 3.11. Net explosive weight will be determined for each load prior to transporting (reference Joint Hazard Classification System and 49 CFR, *Code of Federal Regulations*.) (OFF DUKE ONLY)
- 3.12. Drivers and passengers will be briefed on convoy route, hazards of munitions involved, and security measures required. (OFF DUKE ONLY)
- 3.13. Local traffic regulations will be strictly adhered to at all times.

3.14. Perform daily vehicle inspection using AF Form 1800, *Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)* and AF Form 1810, *Operator's Inspection Guide and Trouble Report (463L and Material Handling Equipment (MHE))* and ensure adequate fuel to perform task.

3.15. Ensure a set of wheel chocks are available.

3.16. Upon completion of the operation return equipment to its respective areas, inventory of Consolidated Tool Kits (CTKs), clean maintenance areas and ensure all paperwork is completed correctly.

3.17. Movement sheets are to be turned in to Munitions Operations and Munitions Control is to be briefed on the status of the operation. If munitions control is not manned, brief shop supervision. **Note:** Delivery on base can only be made to the flight line and licensed facilities. Building 3107, Air Crew Survival Equipment Shop or location approved by wing safety office. Delivery on base can only be made to the flight line and licensed facilities. Building 3107, Air Crew Survival Equipment Shop or location approved by wing safety office. Notify MOC (call sign: sandstorm) or command post (call sign: sandcastle) of nature of emergency and request appropriate emergency personnel as listed in Specific Task Instruction Form (STIF). In event of fire or emergency involving munitions or munitions loaded aircraft MOC will initiate emergency action checklists to include notification of Fire Department the Fire Alarm Communication Center (FACC), give the aircraft tail number, parking location, and the type of explosives involved.

3.18. In accordance with AFMAN 91-201, *Explosives Safety Standards*, MOC must notify command post of changes to munitions loaded aircraft status. Give hazard class/division, tail number and location. Also updates the FACC when each aircraft is loaded or unloaded. Give the aircraft tail number, parking location, and the class/division of explosives involved.

3.19. Munitions movements off Duke Field under Force Protection Condition Bravo through Delta will require 919 MXS/CC approval. Before requesting commander's approval review Eglin Battle Staff Directives (BSD) and review chapter 205 and tables 205-1, 205-2, 205-3, and 205-4, of Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R-PartII. *Cargo Movement* located at <http://www.transcom.mil/dtr/part-ii/>

3.20. Movements to Eglin's Traffic Management Office (TMO) to support small redistribution orders or shipments will be taken to TMO and shipping documents signed for by TMO outbound section. Signed copies of the Department of Defense (DD) 1348, *DOD Single Line Item Requisition System Document (Manual)* will be returned to munitions section. Only small amounts of 1.4 (less than 75lbs per container) with Controlled Item Identification Code (CIIC) of no risk greater than 7 are authorized to be taken to TMO. Confirm the requirements with TMO before delivery to ensure there are no new restrictions.

3.21. General procedures for unserviceable munitions assets, ADR creation, routing and range delivery.

3.21.1. When an item is determined to be unserviceable, it will be identified as unserviceable, have proper item condition code tag annotated and attached to the item. Relocate item away from serviceable items (Properly store item – depending on compatibility group.)

3.21.2. Update Combat Ammunition System (CAS) utilizing My Portal. If disposal authority is granted locally from IM, notify Eglin Air Force Base, Explosive Ordnance Disposal (EAFB EOD) personnel at 882-3225. Retain document control copy here in shop.

3.21.3. Once the ammunition disposition request, Combat Ammunitions System has been returned to 919MXS/MXMOVW for disposal, EOD at EAFB must be notified of assets set aside for range treatment. Simple fax will suffice identifying the following:

3.21.3.1. Item National Stock Number (NSN).

3.21.3.2. Item Lot number.

3.21.3.3. Quantity and Net Explosive Weight (NEW)

3.21.3.4. ADR number of item.

3.21.3.5. EOD advises units when next disposition date and coordinates any changes to the disposal operation.

3.21.3.6. All munitions slated for disposal, will be clearly identified as ADRs, and will not have any additional items added to the originally identified quantity without prior approval from the Munitions Accountability Systems Officer (MASO) and Item manager. See Specific Task Instruction Form for step by step procedures for movement of assets to disposal range. **Note:** If any quantity changes, the ADR monitor at Hill Air Force Base will be the approving official to change the quantity on any ADR document. This can only be done if the item in question is already in CAS as unserviceable assets.

4. Explosive Limits: No explosive weight limit is established for the vehicles.

ANTHONY J. COMTOIS, Col, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-201, *Conventional Munitions Maintenance Management*, 11 December 2009
AFMAN 33-363, *Management of Records*, 1 March 2008
AFMAN 91-201, *Explosives Safety Standards*, 12 Jan 2011
DODR 4500.9-R-Part II. *Cargo Movement*, June 2008
T.O. 11A-1-33, *Ground Handling and Maintenance of Explosives Loaded Aircraft*, 27 Jan 2010
49 CFR, *Code of Federal Regulations*, 1 Oct 2011

Adopted Forms

AF Form 623, *Individual Training Record*
AF Form 847, *Recommendation for Change of Publication*
AF Form 1800, *Operator's Inspection Guide and Trouble Report (General Purpose Vehicles*
AF Form 1810, *Operator's Inspection Guide and Trouble Report (463L and Material Handling Equipment (MHE)*
DD Form 1348, *DOD Single Line Item Requisition System Document (Manual)*

Abbreviations and Acronyms

ADR—Ammunition Disposal Request
AF—Air Force
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
BSD—Battle Staff Directives
CAS—Combat Ammunition System
CFR—Code of Federal Regulations
CIIC—Controlled Item Identification Code
CTKs—Consolidated Took Kits
DD—Department of Defense
DOD—Department of Defense
DTR—Defense Transportation Regulation
EAFB—Eglin Air Force Base
EOD—Explosive Ordnance Disposal
ERG—Emergency Response Guide

EXT—Extension

FACC—Fire Alarm Communication Center

MOC—Maintenance Operations Center

MHE—Material Handling Equipment

MASO—Munitions Accountability Systems Officer

MOC—Maintenance Operation Center

NSN—National Stock Number

NEW—Net Explosive Weight

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

ROC—Range Operations Center

STIF—Specific Task Instruction Form

TMO—Traffic Management Office

T.O.—Technical Order